

The following is a listing of items proposed for inclusion  
in a new Personnel Data Questionnaire:

1. Serial Number
2. Name
3. Date of Birth
4. Place of Birth
5. Agency Organization Designation
6. Sex
7. Race (White, Negro, Other)
8. Residence (State)
  - A. In what State did you claim residence at the time of your CIA appointment?
  - B. In what State do you now claim residence?
9. Marital Status (married, single, widowed, separated, or divorced)
10. Dependents
  - A. Name of Wife (if living)
  - B. Name of Husband (if not self supporting)
  - C. Number of children (including stepchildren and adopted children) who are unmarried, under 21 years of age, or, regardless of age, are not self supporting
  - D. Number of other dependents (including parents, sisters, etc.) who are dependent for at least 50% of their support
11. Citizenship
  - A. United States or Other (specify)
  - B. How acquired (marriage, birth, naturalization, other)

- C. Year U. S. citizenship acquired, if not by birth
- D. Stage of application for U. S. citizenship (first papers, etc.)

12. Education

A. Extent

- (1) Less than high school graduate?
- (2) High school graduate?
- (3) Trade, business or commercial school graduate?
- (4) Two years of college, or less?
- (5) Over two years of college - no degree?
- (6) Bachelor degree?
- (7) Graduate study leading to a higher degree?
- (8) Masters degree?
- (9) Doctors degree?

B. College or University Study

- (1) Name and location of college or university
- (2) Major
- (3) Minor
- (4) Dates in attendance (inclusive)
- (5) Degree received
- (6) Date degree received
- (7) Semester and quarter hours

C. Trade, Commercial and Specialized Schools

- (1) Name of schools
- (2) Study or specialization
- (3) Dates in attendance (inclusive)

(4) Total months in attendance

D. Military Training (full-time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command and staff, etc.)

(1) Name of schools

(2) Study or specialization

(3) Dates of attendance (inclusive)

(4) Total months in attendance

13. Typing and Stenographic Skill

A. Indicate approximate proficiency:

(1) Typing (WPM)

(2) Shorthand (WPM)

B. Shorthand system used

(1) Gregg

(2) Speedwriting

(3) Stenotype

(4) Other (specify)

14. Work Experience (A. would not be completed by "old" employees.

B. would not be completed by "new" employees.)

A. Other than CIA - describe work experience, other than in CIA, for the most recent 10 or 15 years, as appropriate. Chronological order. ||

(1) Inclusive dates

(2) Salary <sup>and</sup> or grade level ||

(3) Employer and kind of business

(4) Exact title of position

(5) Description of duties

B. CIA experience since September 1947 - indicate the specific nature of duties performed with CIA starting with first position in the Agency.

(1) Inclusive dates

(2) Grade

(3) Office, Area Division, or Senior Staff

(4) Position title

(5) Description of duties

(6) Duty station

C. Special Work Experience (check those with which employed)

(1) U. S. Secret Service

(2) Civil Police

(3) Military Police

(4) Shore Patrol

(5) U. S. Border Patrol

(6) U. S. Narcotics Squad

(7) FBI

(8) Criminal Investigation Division

- (9) National Security Agency

(10) Coordinator of Information

(11) Office of Facts and Figures

(12) Board of Economic Warfare

(13) Foreign Operations Administration

(14) Office of Strategic Services

- (15) Office of Naval Intelligence
- (16) Office of War Information
- (17) Army G-2
- (18) Federal Communications Commission
- (19) Office of International Trade
- (20) Air Force A-2
- (21) Foreign Economic Administration
- (22) Counter Intelligence Corps
- (23) Immigration and Naturalization
- (24) Strategic Services Unit
- (25) Foreign Service, State Department
- (26) Central Intelligence Group

15. Foreign Languages

A. Name of Language

(1) Competence

- (a) Equivalent to Native Fluency
- (b) Fluent, but obviously foreign
- (c) Adequate for research
- (d) Adequate for travel
- (e) Limited knowledge

(2) How Acquired

- (a) Native of country
- (b) Prolonged residence
- (c) Contact (with parents, etc.)
- (d) Academic study (including CIA training)

- B. If "fluent" checked for a language that has significant differences in spoken and written form, explain competence therein.
- C. Description of ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields.

16. Area Knowledge

- A. List any foreign regions or countries of which you have knowledge gained as a result of residence, travel, study or work assignment. Under column "specialized knowledge" indication of type of knowledge such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc.

- (1) Name region or country
- (2) Describe specialized knowledge
- (3) Dates of residence, travel, etc.
- (4) Manner in which knowledge was acquired
  - (a) Residence
  - (b) Travel
  - (c) Study
  - (d) Work assignment

- 17. Overseas Tours of Duty (includes all duty overseas, whether with the Armed Forces, as a civilian employee of the U. S. Government, private industry, or other)

- A. Name of region or country
- B. Inclusive dates
- 18. Licenses, Hobbies, Special Qualifications
  - A. List of any licenses or certification such as teaching certificate, pilot license, etc.
  - B. List any hobbies such as sailing, skiing, writing, or other special qualifications.
- 19. Professional and Academic Honors
  - A. List professional or academic associations or honorary societies in which a member. *or former member* List academic honors.
- 20. Publications
  - A. List type of writing (non-fiction or scientific articles, general interest subjects, novels, short stories, etc.) of any published materials. Show title and date of publication.
- 21. Invention
  - A. Describe (briefly) any devices invented and indicate whether or not patented.
- 22. Work Preference
  - A. In view of total experience and education, for what assignments in CIA does individual consider himself best qualified?
- 23. Relatives by blood, marriage or adoption who either live abroad or who are not citizens of the United States.
  - A. Country in which relative resides
  - B. Citizenship (country)
  - C. Relationship

24. Overseas Assignment

A. Willing to accept assignment

- (1) In Washington, D. C.?
- (2) Anywhere in the U. S.?
- (3) Outside the U. S.?
- (4) In certain locations only? Specify.

B. If willing to accept overseas assignment, indicate length of tour

- (1) 2 years?
- (2) 3 years?
- (3) 4 years?

C. Indication of any unusual circumstances concerning dependents or employees which would be pertinent to consideration for overseas assignment.

25. Current Draft Status

A. Registered for draft under the Selective Service Act of 1948?

- (1) If yes, provide
  - (a) Selective Service Number
  - (b) Classification
  - (c) Any previous classification
  - (d) Local Draft Board Number
  - (e) Address of Local Draft Board

26. Military Service Record

A. Check organizations in which have served

- (1) Army
- (2) Navy



- (3) Marine Corps
- (4) Air Force
- (5) Coast Guard
- (6) Merchant Marine
- (7) National Guard
- (8) Air National Guard
- (9) Foreign Military Organizations

B. Length of Active Military Service

- (1) Total length of active duty in the U. S. Armed Forces (exclusive of active duty training) *file in reserves* //
- (2) Total length of tours of active duty training in U. S. Armed Forces //
- (3) Sum of (1) and (2), above

C. Date of separation from active duty

D. Status at time of separation from active duty

- (1) Commissioned?
- (2) Warrant Officer?
- (3) Enlisted?
- (4) Service (Army, Navy, etc.)
  - (a) Arm or Branch
- (5) Rank, grade or rate
- (6) Service, serial or file number
- (7) Type of separation
  - (a) Retirement

1. Age

2. Service

3. Combat disability

4. Other physical disability

(b) Release

1. Essential to the national health,  
safety or interest

2. Because of undue hardships

(c) Separated (points, category, etc.)

(8) Component from which separated

(a) Regular?

(b) Reserve?

(c) National Guard?

(d) Other (including AUS)?

E. Military Occupational Specialities (Position title  
and MOS, if known)

(1) Primary

(2) Secondary

27. Present Military Reserve and National Guard Status

A. Have reserve status?

B. In National Guard or Air National Guard?

C. If answer to either A or B was "yes", provide the  
following:

(1) Service (Army, Navy, etc.)

(2) Arm or Branch

(3) Rank, grade or rate

(4) Service, serial or file number

- (5) Reserve
  - (a) Active?
  - (b) Inactive?
  - (c) Retired?
- (6) Name and address of National Guard unit with which currently assigned.
- (7) If employee has mobilization assignment, indication of the name of the unit organization to which he is assigned.
- (8) Total length of military service (includes total of active duty indicated in paragraph 26, D, (3), above, plus all reserve service when not on active duty). *is this needed*
- (9) Indication of military assignment which employee feels most qualified to perform
  - (a) Choice (first, second, etc.)
  - (b) Position title
  - (c) Type of unit
  - (d) MOS, if known